

SPECIAL EMPHASIS VICTIM ASSISTANCE AND SPECIAL VICTIM
ASSISTANCE PROGRAMS
VICTIMS OF CRIME ACT (VOCA)

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal. Each proposal under either program must include the following:

- ☐ GRANT AWARD FACE SHEET (*General Instructions*)

- ☐ PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)

- ☐ PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation

- ☐ PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c
 - Other Funding Source: OCJP 653
 - Prior/Current OCJP Funding Form

- ☐ PROPOSAL APPENDIX (*General Instructions and Programmatic Instructions*)
 - Operational Agreements
 - Organizational Chart
 - Assurances Form
 - Job Duty Statements

PROGRAMMATIC INSTRUCTIONS
SPECIAL EMPHASIS VICTIM ASSISTANCE
AND SPECIAL VICTIM ASSISTANCE PROGRAMS

A. SUBMISSION OF PROPOSALS

The deadline for receipt of proposals for the Special Emphasis Victim Assistance and/or the Special Victim Assistance Program at OCJP is:

DATE: TUESDAY, MAY 14, 1997

TIME: No later than 5:00 p.m.

B. CONTACT

These Programmatic Instructions are to be used in conjunction with the General Instructions Section of this Request for Proposal (RFP). If you have not received all of these sections, call OCJP at (916) 324-9100.

If you have any questions regarding either the Special Emphasis Victim Assistance Program or Special Victim Assistance Program RFP's, please contact the Victim Witness Branch at (916) 324-9128.

C. ELIGIBILITY CRITERIA

This RFP combines two separate programs which provide for the provision of direct services to underserved/unserved victims of crime. The **Special Emphasis Victim Assistance Program** and the **Special Victim Assistance Program** will provide separate allocations of federal funding.

1. Applicants submitting proposals under the **Special Emphasis Victim Assistance Program** **must be designated by their local county board of supervisors as the county's victim witness assistance center** and be either a local unit of government, or a non-profit organization, currently operational and receiving OCJP grant funding for victim assistance.
2. Applicants submitting proposals under the **Special Victim Assistance Program** must be a non-profit organization or a Native American/tribal organization.

D. FUNDING CYCLE AND DURATION

The purpose of this document is to solicit applications from applicants meeting the eligibility criteria for the Special Emphasis Victim Assistance Program and the Special Victim Assistance Program. This is a federal block grant program pursuant to the Victim of Crime Act (VOCA), Public Law 98-473, as amended. The grant period is from July 1, 1997 to June 30, 1998. Projects selected for funding for FY 1997/98 will be funded for a three-year period that will commence July 1, 1997 and end June 30, 2000. An application for continuation funding must be submitted for the second and third year. Continuation funding is contingent upon satisfactory performance and subject to the availability of funds.

It is anticipated that \$1,600,000 will be available from the VOCA fund. The maximum grant award amount for each project is \$80,000. The OCJP anticipates funding up to 20 projects (10 for each program). Five thousand (\$5,000) of the \$80,000 may be used as a one-time only allocation to allow

grantees to purchase a computer to track and compile data on services provided to victims. If the applicant currently has a computer dedicated for this purpose, the funds can be used for other allowable expenses.

1. FUNDING OPTIONS

Applicants submitting proposals under either of these VOCA funded programs are restricted to funding the direct service of crime victims. Administrative costs other than described later in this document are prohibited.

a. OPTION 1: SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM

- (1) Organizations applying for funds under this program must be designated by their local county board of supervisors as a victim witness assistance center;

and

- (2) The applicant must provide a 20 percent local cash match, and/or in-kind contributions calculated on the total project costs.

b. OPTION 2: SPECIAL VICTIM ASSISTANCE PROGRAM

Organizations applying for funds under this program must be nonprofit organizations at the time of application and throughout the grant period, including nonprofit Native American organizations serving Native American victims of violent crime on reservations.

- (1) New organizations applying for funds under this program must provide documentation of successful operation for at least one year. They must demonstrate a record of providing effective services to victims of crime in a cost effective manner;

and

- (2) The applicant must provide a 20 percent local cash match, and/or in-kind contributions, calculated on the total project costs unless the applicant is a Native American nonprofit organization. Native American nonprofit organizations serving Native American victims on reservations must provide a 5 percent cash and/or in-kind match of total project costs.

NOTE: From the total funds available, beginning July 1, 1997 for fiscal year (FY) 1997/98 and the ensuing 2 year period, OCJP will fund a minimum of one pilot project under the Special Emphasis Victim Assistance Program and one pilot project under the Special Victim Assistance Program focusing on the elderly as an underserved victim group. An additional five percent of an applicant's final rating score will be added as preference for the submission of proposals targeting elder abuse. For the purposes of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, psychological or physical violence; neglect; or economic exploitation and fraud.

E. PROGRAM INFORMATION

Due to substantial funding by the VOCA, domestic violence, sexual assault and child abuse projects are not eligible to apply for either of these programs.

The primary purpose of the VOCA victim assistance grant program is to provide direct assistance to innocent victims of violent crime throughout the nation to assist victims of crime as soon as possible after the crime occurs in order to reduce the severity of the psychological consequences of the victimization, to improve the victim's willingness to cooperate with the criminal justice process, and to restore the victim's faith in the criminal justice system. VOCA funds are intended to fund only activities associated with providing direct services to crime victims. **Services to witnesses, other than the crime victim or a secondary victim, are prohibited.**

NOTE: Agencies that offer victim-offender impact meetings, where the victim has a forum for confronting the perpetrator of the crime, may be eligible to receive VOCA funding. However, meetings which consist of panels of criminals who meet with groups of victims do not qualify for VOCA support. Only in those situations where the perpetrator of the crime meets with his or her victim can it be considered a direct service to a crime victim.

1. The **Special Emphasis Victim Assistance Program** provides local assistance grants for OCJP funded victim/witness centers to provide direct outreach services to special emphasis crime victims. This program provides funds to local government and private nonprofit organizations who are currently funded by OCJP for Victim/Witness. This program provides direct outreach services to underserved minority victims of crime. Special emphasis victims of crime are defined as individuals who have been victimized by a specific violent crime and are presently underserved (e.g., family members of homicide victims, the elderly, or drunk driving victims and their families).
2. The **Special Victim Assistance Program** provides grant assistance only for nonprofit organizations to provide direct outreach services to special victims of crime. Special victims of crime are defined as individuals who have been victimized by a specific violent crime and are presently underserved (e.g., family members of homicide victims, the elderly or drunk driving victims and their families, but not necessarily a minority population).
3. Provision of Services

The selected applicants will provide comprehensive services including, but not limited to: crisis intervention and referral; emergency services; follow-up support services; outreach; assessment; referrals for individual, family and group counseling; court-related services; out-of-home services; interagency coordination and assistance in seeking crime victim compensation.

All required services must be provided directly to crime victims at no charge. Any deviation from this provision must have prior approval from OCJP. The services must be provided directly by the project or by referral to another service provider. **Current operational agreements must be in existence or developed between the project and referral sources which clearly delineate the expectations and services of the parties involved.**

4. Cultural Diversity

Services must be culturally appropriate. Staff, volunteers, boards of directors and/or advisory committees must reflect the demographic characteristics of the service area.

5. Receipt and Use of Funds

Applicants must demonstrate an ability to receive and make use of funds from local government, voluntary contributions, philanthropic or other sources to augment VOCA funds appropriated for

this purpose. The applicant must have in place, or be prepared to establish, a fiscal management system for the handling of grant funds that conforms to the **OCJP Grantee Handbook**.

Grantees are required to maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the timetable established by OCJP. Grantees must permit reasonable access to books, documents, papers and records to determine whether the recipient is complying with applicable civil rights laws. (This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.)

6. Criminal Records Checks

Applicants and subcontractors must perform criminal records checks on all staff, volunteers and trainees providing services in the funded project. For volunteers, the check must be done prior to any contact with victims receiving services. This criminal records check must include fingerprinting and must be processed through the California Department of Justice. Reimbursement for criminal records checks must be made from other than VOCA funds.

7. Skills Training for Staff

Staff training is often a necessary and essential activity to ensure that quality direct services are provided, however, it is not a direct service. Before these costs can be supported with VOCA funds, the state and the grantee must agree that direct services to crime victims support these expenses and that only limited amounts of VOCA funds will be used for this purpose.

VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. **Note the allowable and prohibited restrictions concerning training costs in the budget section of this program RFP.**

8. Allowable Services and Activities

VOCA funds are generally used to provide services to victims of crime. Services to victims of crime means those activities that directly benefit individual crime victims.

The following is a listing of services and activities that are allowable for support with VOCA victim assistance grant funds within a grantee's organization:

- a. Services which immediately respond to the emotional and physical needs (excluding medical care) of crime victims, such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance such as filing restraining orders and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
- b. Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization, such as counseling, group treatment and therapy. "Therapy" refers to intensive professional psychological and/or psychiatric treatment for individuals, couples and family members to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- c. Services that are directed to the needs of the victims who cooperate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information and parole consideration procedures; and restitution advocacy and assistance with victim impact statements.
- d. Additional activities that are necessary and essential to providing direct services, such as transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for direct service providers.
- e. Services which assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors or employers; assisting the victim in recovery of property retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- f. Supervision of direct service providers. VOCA funds may be used for supervision of direct service providers if such supervision is necessary and essential to providing direct services to crime victims. For example, a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.

F. PROJECT NARRATIVE INSTRUCTIONS

Proposals must include all sections under the project narrative, budget, budget narrative and appendix. Applicants applying for both programs must submit separate proposals for each program.

1. Problem Statement (Limit to 3 single-spaced 12 point font pages. Information exceeding the limit will not be read or rated.)

In order to receive the maximum score for the project narrative section, the applicant must provide a detailed description of what will be done and how the tasks will be accomplished. The body of the narrative section is dependent on a thorough understanding of the problem and the identification of the activities that need to be implemented to eliminate, reduce or modify the problem.

Provide a narrative description of the problem in the applicant's service area which will be addressed by the project. Describe the service area, population, ethnic, economic composition, social factors and the incidence of crime. Describe the specific issues to be addressed by the project. Provide statistical data to support the stated need or problem. Describe how services will be accessed. Discuss the need for the project and why current resources are not meeting this need.

2. Plan for Addressing the Problem

The Special Emphasis Victim Assistance and Special Victim Assistance Programs are limited to the provision of direct services to underserved victims of crime. The problem identified in the problem statement should be eliminated, reduced or modified by the planned activities. Special activities and measurable objectives must meet the needs addressed in the problem statement. The goals should be established as objectives and then further detailed by activities which show how the objectives will be achieved.

Objectives and activities should address the needs discussed in the problem statement, reflect the project description and support the achievement of the program goals. Activities to be implemented should include staff assignments which are appropriate for the objectives and activities listed. The methods used to measure results should be explained. They should be achievable within the grant period and reference source documents to be used in reporting results.

The applicant, when approved for funding, will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.

a. Project Description (Limit to 4 single-spaced 12 point font pages. Information exceeding the limit will not be read or rated.)

Describe how the project will effectively impact the problem. Define the victim population to be served. Describe the use of volunteers. Clearly indicate how the proposed services comply with VOCA restrictions on direct services to victims. Describe the specific focus the project will adopt for an underserved victim population.

b. Project Objectives and Activities (Limit to 11 single-spaced 12 point font pages. Information exceeding the limit will not be read or rated.)

The objectives and activities should address the needs discussed in the problem statement and reflect the project description. The activities should logically correlate to the planned objectives, which should measure the quantity of services provided. Objectives should be listed at the top of the paper and supporting activities should be listed on the remaining page.

Use a separate sheet of paper for each objective and its related activities. Each objective must indicate the number of clients to be served. This number represents the best estimate of the project's ability to provide the service during the grant year. Activities must describe the steps necessary to achieve the objective.

For each objective, describe the source documentation to be used to collect and report data. Source documents may include client contact sheets, telephone logs, intake sheets, progress notes, an individual's notes compiled on dayplanners or personal calendars, evaluation forms, client files and other related documents.

Applicants must use volunteers to assist in the implementation of the project activities. Projects funded under this program are required to establish and maintain the following service components.

Applicants must submit the following seven required objectives and activities as delineated below, and may include up to four additional objectives, if appropriate to the project.

1) Immediate Response

Provide a description of services which immediately respond to the urgent emotional and/or physical needs of crime victims. These services include **crisis intervention counseling; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter** (the project may utilize up to 5 percent of the total grant budget for emergency services in accordance with the OCJP Grantee Handbook, Section 2235 and 2235.1); **emergency legal assistance, such as filing restraining orders; and other**

emergency services that are intended to restore the victim's sense of dignity, self-esteem, and coping mechanisms.

2) Dynamics of Victimization

Provide a description of services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives. **Include referrals for follow-up counseling, group treatment/support and therapy.**

3) Criminal Justice System Support

Provide a description of services that are directed to the needs of the victim within the criminal justice system. These services include **criminal justice advocacy, accompaniment to law enforcement offices, transportation to court, translation services, child care while in court, trial notification and case disposition information, restitution advocacy, assistance with victim impact statements and parole notification.**

4) Information and Referral Services

Provide a description of services which assist crime victims with managing practical problems created by the victimization. These informational and referral services include **acting on behalf of the victim vis-a-vis other organizations, creditors, or employers; obtaining the return of property retained as evidence; assisting in filing for compensation benefits; and various types of financial assistance.**

5) Outreach Services

Provide a description of program outreach services that pertain to the printing and distribution of brochures and similar announcements describing the direct services available and how they may be obtained. It may also include similar public notification efforts intended to recruit volunteers. This service component does not include lobbying efforts or the printing and distribution of literature designed to affect public opinion concerning legal or political issues. According to federal requirements, projects are specifically forbidden to lobby or provide financial assistance for these activities.

6) Volunteers

VOCA funded projects must utilize volunteers to assist in the provision of direct services to the identified special victim population. Provide a description as to how the project will utilize volunteers.

7) Training

Provide a description of services that pertain to the training for those persons (salaried or volunteer staff) who provide direct services to crime victims. This service must be restricted to training programs that improve the skills of service providers indirectly meeting the needs of special crime victims. It does not include in-service training to other agencies providing services to special crime victims. However, such training can be attended by other agencies. The service may include reasonable and necessary

travel for staff participation in appropriate training programs.

8) Additional Objectives (up to 4 objectives)

No more than four additional optional objectives, including appropriate activities, may be added to the required objectives. Each additional objective is limited to one single spaced 12 point font page per objective. Information exceeding the limit will not be read or rated. The additional objectives and activities are permitted to ensure that the applicant is able to achieve the project's goals.

3. Implementation

The project narrative section provides a problem statement, project description, project objectives and activities, coordination with other agencies and organizational qualifications. The activities discussion describes what should be done to achieve the objectives. In the implementation section, the applicant will describe how its organization will implement such services to meet the objectives of the project, or how it will assure that the services are provided by other capable agencies. Additional activities and the procedures necessary for the completion of each activity should be considered when completing this part of the narrative.

a. Organizational Qualifications (Limit to 2 single-spaced 12 point font pages. Information exceeding the limit will not be read or rated.)

Describe the applicant's history, primary mission, range and focus of services. Indicate if the applicant is a government, private nonprofit agency and/or Indian tribal organization. Describe how the agency's composition of the staff, volunteers, board of directors and/or advisory committees reflect the demographic characteristics of the service area.

Include an updated organizational chart in the proposal's appendix which shows the relationship between the governing body of the organization, the project staff and volunteers. Clearly demonstrate the placement of the project staff and their programmatic responsibility. Show placement and relationship of volunteers. Titles for individuals on the organizational chart whose salaries are grant-funded should match those in the budget and project staff sections. If any reorganization or restructuring of the agency occurs during the grant year, the project must notify OCJP by submitting a Grant Award Modification and a revised organizational chart.

Personnel in projects funded under these programs must work a minimum of fifty percent (50%) of project time in the underserved community they propose to serve, providing direct services to crime victims and/or training volunteers to provide direct services to crime victims.

Projects must have on file written job descriptions for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives (e.g., the project's advocate will provide direct services to victims of crimes; provide information to victims about the criminal justice system and assist victims with reimbursement from the State Board of Control). Also, written job descriptions should identify responsibilities for tracking the project's activities and maintaining source documentation in support of data reported on progress reports.

Describe how the project will perform California criminal record checks on all staff, volunteers and trainees.

b. Coordination With Other Agencies (Limit to 1 single-spaced 12 point font page. Information exceeding the limit will not be read or rated.)

List and describe those agencies with whom coordination will be developed by the applicant. Provide a description of the plans for coordination and anticipated agreements with those agencies. Describe the type and level of coordination with appropriate referral sources necessary to provide services. Provide either proposed language or the actual signed and dated operational agreement (OA) or memorandum of understanding (MOU) for each participating agency. The OA/MOU must identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 1997/98 by each participating agency head. (Proposals containing actual signed and dated OAs/MOUs will receive extra rating points.)

G. SPECIFIC BUDGET INSTRUCTIONS

1. Budget Requirements, Allowable Costs and Prohibited/Restricted Costs

Identify all positions to be funded in the budget and positions utilized as in-kind match. Include job descriptions for each position. (Job descriptions define the activities performed by the employee while working on grant-related duties; job descriptions are not civil service classification duty statements that generically describe skills and knowledge requirements of persons hired in that class.) Provide complete line item detail. Identify cash and/or in-kind match amounts. The budget should support the costs required to achieve the objectives and activities. Include Other Funding Source (OCJP 653) and Prior/Current OCJP Funding Forms with the budget.

a. Allowable Services and Costs

The following is a listing of services and costs that are allowable for support with VOCA victim assistance grant funds within a grantee's organization:

- 1) Costs that are directly related to providing direct services through staff. Such costs may consist of the following: advertising costs associated with recruiting VOCA-funded personnel; training costs for paid and volunteer staff and salaries and fringe benefits, including liability insurance.
- 2) Operating costs. Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victim's records and the pro-rated share of audit cost not to exceed \$1500 or 1 percent of total grant (see item 15 below).
- 3) Repair and/or replacement of essential items. VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims such as a furnace in a shelter. Requests for expending VOCA funds for such purposes must ensure:
 - a) that the building is owned by the grantee organization and not rented or leased;

- b) all other sources of funding have been exhausted;
 - c) there is no available option for providing the service in another location;
 - d) that the cost of the repair or replacement is reasonable considering the value of the building; and
 - e) the cost of the repair or replacement is pro-rated among all sources of income.
- 4) The VOCA match calculation is based on the "total project cost" method. All funds designated as match are restricted to the same allowable expenditures as the VOCA victim assistance funds and must be expended within the grant period. Because of this requirement, grantees must maintain records which clearly show the source, the amount and period during which the match was expended. Therefore, organizations are encouraged not to commit excessive amounts of match. The formula to calculate match based on the "total project costs" method is contained in the Program Plan's General Instructions, under the budget section.
- 5) Victim service applicants may budget up to five percent of the total project cost for victim-related emergencies. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as temporary emergency shelter, food, transportation, clothing and medical care, including prescription medicine, eyeglasses or dentures. If emergency funds are budgeted, applicants selected for funding will be required to complete and submit the Emergency Fund Procedures form which will be provided with the Grant Award Forms Package.
- 6) Although a grantee cannot pay for training individuals in other organizations, staff from other organizations can attend in-service training activities that are held for the grantee's staff. VOCA funds can be used to purchase materials such as books, training manuals and videos for direct service providers within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development.
- 7) VOCA funds can support costs, such as travel, meals, lodging and registration fees to attend training within the state or a similar geographic area. This limitation encourages grantees to first look for available training within their immediate

geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, grantees may use VOCA funds to support training outside of the geographical area.

- 8) Presentations about crime victim services are allowable. The activities and costs related to materials, brochures and newspaper articles for community or school presentations to identify crime victims and provide or refer them to needed services can be supported by VOCA funds.
- 9) Projects may include reasonable costs of printing and distributing brochures and similar announcements to describe their program's victim services and how to obtain these services.
- 10) VOCA funds in the amount of \$5,000 is a one-time only allocation to allow grantees to purchase a computer to track and compile data on services provided to special emphasis victims. If the applicant currently has a computer to dedicate to this purpose, the funds can be used for other allowable expenses.
- 11) Equipment that is necessary and essential to the delivery of direct service is an allowable cost. For example, telephones, answering machines and the use of pagers by staff and volunteers in the provision of direct victim services would be an allowable expense.

b. Prohibited or Restricted Expenditures

The following activities are either prohibited or subject to restrictions under VOCA funding. Please review each of these carefully and do not include line item expenses in your submitted budget unless they meet the specified restrictive guidelines.

1) Community Education

General public awareness campaigns designed to raise the public's consciousness of victims issues do not qualify as direct services to crime victims and are prohibited VOCA expenses. The community education activities eligible to receive VOCA funds are limited to efforts describing direct services and how to obtain a program's assistance (e.g., publication of brochures and pamphlets, etc.).

2) Crime Prevention

Expenses for programs in which crime victims are not the sole or primary beneficiaries of funded activities are prohibited. Generalized crime prevention efforts are not allowable.

3) Lobbying, Legislative and Administrative Advocacy

Lobbying for particular victim legislation or administrative reform, whether conducted directly or indirectly, is prohibited with VOCA funds.

4) Perpetrator Rehabilitation

Perpetrator counseling and/or rehabilitation is not a direct service to a victim of crime and is not an allowable service or activity.

5) Needs Assessment, Surveys, Manuals and Protocols

The use of VOCA funds to conduct needs assessments, surveys, evaluations and studies or develop manuals and protocol is not allowable.

6) Fund Raising

Fund raising is not an allowable expense.

7) Office Expenses

Stationary, general office supplies and other such materials are not allowable items.

8) Professional Services of Doctors and Lawyers

The payment of fees for professional services rendered by lawyers and doctors is, in most instances, a prohibited expense. Victims treated for crime-related injuries are encouraged to seek reimbursement from the State Crime Victim Compensation Program for medical services rendered by doctors. This provision, however, does not prohibit direct services programs from hiring as staff, salaried medical/mental health professionals to provide on-site services to victims. This differs significantly from a case-by-case, fee-for-service type of arrangement. VOCA funds cannot be used to pay for legal representation, such as for divorces and child custody or visitation rights litigation. All other non-emergency, legal services are not allowable. Grantees are prohibited from using a majority of VOCA funds for contracted services, which contain administrative overhead, and other indirect costs included in the hourly or daily rate.

9) Witness Management and Notification Programs

Projects whose primary objectives are to improve the prosecutorial efficiency of a prosecutor's office and whose goals are primarily witness management and notification are identified as administrative in nature and are, therefore, prohibited expenses.

10) Criminal Justice Improvements

General criminal justice agency improvements or programs where crime victims are not the sole or primary beneficiaries are prohibited expenses.

11) Insurance

The purchase of liability insurance policies and/or fidelity bonds and the repair of buildings and vehicles are incidental expenses and are prohibited.

12) Legal Services

Prohibited services are specified in number 8 above, under the heading "Professional Services of Doctors and Lawyers."

13) Rent

A project may charge or prorate a reasonable cost of rent under VOCA guidelines. The project shall certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its files to support such a determination.

14) Overmatch

Project matching funds required by VOCA guidelines are subject to the same restrictions as the hard dollar allocation. Matching funds can only be used in the provision of direct services to crime victims and may not be used for administrative expenditures.

15) Audits

If the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$1,500 for the financial audit cost. If the amount of the grant is greater than \$150,000, the project may budget up to one percent of the total grant for the financial audit costs.

16) Victim Training

The cost of sending individual crime victims to conferences is prohibited.

17) Prosecution

Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial are not allowable expenses. Victim protection costs and victim/witness expenses, such as travel to testify in court and subsequent lodging and meal expenses, cannot be supported with VOCA funds.

18) Indirect Costs

Indirect organizational costs, such as liability insurance on buildings and vehicles, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments and construction costs cannot be supported with VOCA funds. When a project is funded with a combination of VOCA and state funds, indirect costs must be computed using the rate specified in the General Instructions, but must be paid with state funds.

19) Reimbursements

Reimbursing crime victims for expenses incurred as a result of a crime, such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is prohibited with VOCA assistance funds. These claims should be forwarded to the State Board of Control for victim compensation.

20) Vehicles

Grantees may not use VOCA funds to purchase or lease vehicles.

21) Health Care

VOCA victim assistance grant funds cannot support medical costs resulting from a victimization. Nursing home care, home health-care costs, in-patient treatment costs, hospital care and other types of emergency and non-emergency medical and/or dental treatment are not allowed. These claims should be forwarded to the State Board of Control for victim compensation.

22) Relocation Expenses

Relocation expenses for crime victims, such as moving expenses, security deposits on housing, ongoing rent and mortgage payments are not allowed. However VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.

23) Administrative Costs

Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators and other individuals are not allowable expenses, unless these are incurred while providing direct services to crime victims.

24) Protocols

Development of protocols, interagency agreements and other working agreements that benefit crime victims are not allowable expenses.

25) Conferences

Costs of sending individual crime victims to conferences are not allowable.

26) Manuals

The development of training manuals and/or extensive training materials is not an allowable expense.

27) Training

VOCA funds cannot be used for management and administrative training for executive directors, board members and other individuals that do not provide direct services.

28) Other Restrictions

The required criminal records checks of staff, volunteers and trainees cannot be budgeted from VOCA funds.

2. Other Funding Sources (OCJP 653): A copy of this form is included in this RFP.

Complete the Other Funding Sources form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds column, report the OCJP funds requested by category and then calculate the

totals by category in the Program Total column. Total each column to arrive at the total program funds available.

3. Prior/Current OCJP Funding: A copy of this form is included in this RFP.

List all currently funded OCJP projects and all OCJP grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of OCJP funding. For current and proposed grants that include positions funded by more than one OCJP grant, list the personnel by title and the percentage of the position funded by OCJP. The percentage of funding must not exceed 100% for any one individual. **For example:**

| <u>Fiscal Year</u> | <u>Grant No.</u> | <u>Grant Amount</u> | <u>Personnel By Title</u> | <u>Percentage Paid by OCJP</u> |
|--------------------|------------------|---------------------|---------------------------|--------------------------------|
| 1993-94 | CP93010001 | \$50,000 | Project Director | 25% |
| 1993-94 | CR93020001 | \$67,000 | Project Director | 25% |
| 1993-94 | DS93020001 | \$68,000 | Project Director | 50% |

H. APPENDIX INSTRUCTIONS

The proposal appendix provides additional information required by OCJP to support components of the grant proposal. The proposal appendix must include:

- Operational Agreements and/or Memorandum of Understanding (actual or proposed)
- Assurances Form
- Organizational Chart

RESOLUTION

If a governmental agency or a nonprofit organization is selected for funding, the applicant must submit a resolution of their governing board. A sample resolution will be provided to selected applicants.

If an Indian tribal organization is selected for funding, in addition to the elements contained in the resolution, the Indian tribal resolution must contain the following information:

1. When the applicant organization is a tribal governing body, the applicant must submit an authorizing tribal council resolution with the following information:
 - a. brief project description,
 - b. extent of review by council,
 - c. official authorized to submit application,
 - d. official authorized to negotiate agreement,
 - e. official authorized to sign agreement,
 - f. term of grant, and
 - g. period of authorization of resolution.
2. When the applicant organization is other than a tribal governing body (e.g., consortiums), the applicant must submit an authorizing resolution from each tribal government to be served which shall contain the following:
 - a. the official name of the tribe(s) applying for the grant and who will directly benefit;
 - b. the proposed beginning and ending dates of the grant;

- c. a statement that the resolution will remain in effect for the duration of the program or until the resolution expires or is rescinded; and
- d. the signature of the authorized representative of the tribal government and the date thereof.

**SPECIAL EMPHASIS VICTIM ASSISTANCE
AND SPECIAL VICTIM ASSISTANCE PROGRAMS - VOCA FY 1997/98
ASSURANCES**

By signing this document the applicant assures the Office of Criminal Justice Planning that the applicant is in compliance with all requirements of the Special Emphasis Victim Assistance and Special Victim Assistance Program RFP's including the following assurances:

1. That the applicant is:
 - a. a local unit of a governmental agency, or
 - b. a private nonprofit organization, or
 - c. an Indian tribal organization; and
2. That, if selected for funding, the application is authorized by a resolution of the governing board or an Indian tribal resolution; and
3. That if the applicant is an Indian tribal organization it meets the following VOCA definition:

A Native American tribe/organization is described as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans; and

4. That the applicant will comply with all VOCA and OCJP programmatic service standards delineated in the Special Emphasis Victim Assistance Program Guidelines; and
5. That the applicant is applying in the category which is checked below (mark only one box below):

| | |
|--|------------------|
| r NEW PROGRAM or EXISTING PROGRAM | 20% MATCH |
| r INDIAN PROGRAM | 5% MATCH |

Signed by Applicant (should be same person who signs Grant Award Face Sheet).

Signature: _____
Signature of Authorized Official

Agency: _____

Date: _____

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the Grant Funds column, report the OCJP funds requested by category; in the Other Funds column, report all other funds available to support the project by category and then calculate the totals by category in the Program Total column. Total each column to arrive at the total program funds available.

| OTHER FUNDING SOURCES | | | |
|-----------------------|---|-------------|---------------|
| BUDGET CATEGORY | GRANT FUNDS (Use only the grant funds identified in the preceding budget pages.) | OTHER FUNDS | PROGRAM TOTAL |
| Personal Services | | | |
| Operating Expenses | | | |
| Equipment | | | |
| TOTAL | | | |

OCJP-653
(Rev. 1/94)

THIS FORM DOES NOT BECOME PART OF THE GRANT AWARD.

List all currently funded OCJP projects and all OCJP grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of OCJP funding. For current and proposed grants that include positions funded by more than one OCJP grant, list these personnel by title and the percentage of the position funded by OCJP. The percentage of funding must not exceed 100% for any one individual. **For example:**

| FISCAL YEAR | GRANT NUMBER | GRANT AMOUNT | PERSONNEL BY TITLE | PERCENTAGE PAID BY OCJP |
|-------------|--------------|--------------|--------------------|-------------------------|
| 1993-94 | CP93010001 | \$50,000 | Project Director | 25% |
| 1993-94 | CR93020001 | \$67,000 | Project Director | 25% |
| 1993-94 | DS93020001 | \$68,000 | Project Director | 50% |

| PRIOR, CURRENT AND PROPOSED OCJP FUNDING | | | | |
|--|--------------|--------------|--------------------|-------------------|
| FISCAL YEAR | GRANT NUMBER | GRANT AMOUNT | PERSONNEL BY TITLE | % OF OCJP FUNDING |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**OFFICE OF CRIMINAL JUSTICE PLANNING
SPECIAL EMPHASIS VICTIM ASSISTANCE
AND SPECIAL VICTIM ASSISTANCE PROGRAMS - VOCA
RATING FORM: FY 1997/98**

| | |
|--|------------|
| | Control #: |
| | Rater #: |
| APPLICANT NAME: | |
| CATEGORY: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> INDIAN | |
| FUNDS REQUESTED: | |
| PREFERENCE POINTS: 2% 5% Elderly Proposal: 5% | |

| CATEGORY | | TOTAL POINTS POSSIBLE |
|----------|-------------------|-----------------------------|
| 1. | PROBLEM STATEMENT | 120 |
| 2. | PLAN | 180 |
| 3. | IMPLEMENTATION | 55 |
| 4. | BUDGET | 70 |
| TOTAL | | 425 |

Each of the above categories contain questions which are assigned a point value. The point scale is divided into five (5) columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the Proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's intent to the RFP. Response adequately supports the proposal.
- IV.** Provides a response which gives a clear and detailed understanding of the applicant's intent. Response presents a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presents a compelling argument supporting the proposal.

| | | | | | |
|--|----------|-----------|------------|-----------|----------|
| 1. PROBLEM STATEMENT (Maximum 120 points) | I | II | III | IV | V |
| a. How well does the problem statement describe the service area, population, ethnic, economic composition and social factors, including crime statistics? | 0 | 7 | 13 | 19 | 25 |
| b. How well does the problem statement describe the specific issues to be addressed? | 0 | 7 | 13 | 19 | 25 |
| c. How well does the problem statement describe how services will be accessed? | 0 | 5 | 10 | 15 | 20 |
| d. How well does the problem statement discuss the need for the project and why current resources are not meeting this need? | 0 | 13 | 25 | 38 | 50 |
| 2. PLAN (Maximum 180 points) | | | | | |
| a. Project Description (Maximum 100 points) | | | | | |
| 1) How well does the project description effectively impact the problem? | 0 | 7 | 13 | 19 | 25 |
| 2 How well does the applicant define the victim population? | 0 | 7 | 13 | 19 | 25 |
| 3) How well does the applicant describe use of volunteers? | 0 | 7 | 13 | 19 | 25 |
| 4) How well do the proposed services respond to impacting the stated needs? | 0 | 7 | 13 | 19 | 25 |
| b. Objectives/Activities (Maximum 80 points) | | | | | |
| 1) How well do all the objectives and activities included address the needs discussed in the problem statement? | 0 | 3 | 5 | 8 | 10 |
| 2) How well do the objectives and activities reflect the project description? | 0 | 4 | 8 | 12 | 15 |

| b. Objectives/Activities - Continued (Maximum 80 points) | | I | II | III | IV | V |
|--|---|----------|-----------|------------|-----------|----------|
| 3) | How well do the described activities logically correlate to the planned objectives? | 0 | 3 | 5 | 8 | 10 |
| 4) | How well do the objectives and activities measure the quantity of services provided? | 0 | 3 | 5 | 8 | 10 |
| 5) | How well are the project staff assignments described to reasonably initiate the activities and meet the objectives? | 0 | 3 | 5 | 8 | 10 |
| 6) | How well are the methods to be used to measure results of objectives and activities explained? | 0 | 3 | 5 | 8 | 10 |
| 7) | How well are source documents described, and are they reasonable methods to collect information? | 0 | 4 | 8 | 12 | 15 |

3. IMPLEMENTATION (Maximum 55 points)

| a.. Organizational Qualifications (Maximum 25 points) | | | | | | |
|---|---|---|---|---|---|----|
| 1) | How well does the proposal describe the history, mission, expertise and focus of services of the implementing agency? | 0 | 2 | 3 | 4 | 5 |
| 2) | How well does the applicant describe the staff qualifications, project monitoring/evaluation and supervision responsibilities? | 0 | 3 | 5 | 8 | 10 |
| 3) | How well does the applicant describe the agency's staff, volunteers or governing/advisory board to reflect the demographic characteristics of the service area? | 0 | 2 | 3 | 4 | 5 |

| | | | | | | |
|-----|--|----------|-----------|------------|-----------|----------|
| a.. | Organizational Qualifications - Continued (Maximum 25 points) | I | II | III | IV | V |
| 4) | Does the applicant ensure a California criminal record check on all staff, volunteers and trainees will be conducted? | 0 | 0 | 0 | 0 | 5 |
| b. | Coordination with Other Agencies (Maximum 30 points) | | | | | |
| 1) | How well does the application describe coordination with other participating agencies? | 0 | 2 | 3 | 4 | 5 |
| 2) | Is there proposed language, or an actual operational agreement (OA) or memorandum of understanding (MOU) provided which includes each listed participating agency? | 0 | 0 | 0 | 0 | 5 |
| 3) | How well do the OAs/MOUs describe who will provide services and what those services are? | 0 | 3 | 5 | 8 | 10 |
| 4) | Are actual OAs/MOUs signed and dated for FY 1997/98 included in the proposal? | 0 | 0 | 0 | 0 | 10 |
| 4. | BUDGET (Maximum 70 points) | | | | | |
| a. | How well does the budget support the proposed objectives and activities? | 0 | 7 | 13 | 19 | 25 |
| b. | How well do the duties, required qualifications, and time commitment of project funded staff support the proposed activities and objectives? | 0 | 4 | 8 | 12 | 25 |
| c. | How well does the budget avoid unnecessary or unrealistic expenditures which would detract from the provision of direct services? | 0 | 3 | 5 | 8 | 20 |